

**Correctional Program Support Coordinator  
Office of Risk/Needs Assessment**

**Job Announcement:** Correctional Program Support Coordinator, (Risk/Needs Assessment (RNA) Coordinator), Executive Service, Grade 109, Salary Range \$3,924-\$7,064 a month.

This position reports directly to the Statewide Risk/Needs (RNA) Director for the Tennessee Department of Correction (TDOC). The Statewide RNA Coordinator oversees the RNA training; RNA Quality Assurance, RNA assessment, and RNA case planning process.

This position must have a thorough understanding of the Public Safety Act of 2016 as well as a thorough understanding of the agency's risk and needs assessment process both in the Prisons and Community Supervision. The Statewide RNA Coordinator will supervise the RNA Specialist, they will manage and schedule all related trainings to include times, dates, and locations. This position will assist with accuracy and coaching issues associated with the RNA Assessor Development Model, and will serve as a liaison to the RNA Quality Assurance Analysts, Training, and the Statewide RNA Director. This position will also be responsible for coordinating projects that are related to the Office of Risk/Needs Assessment and the collaboration with various divisions within the Department. This position will be responsible for tracking statistics and generating reports and any other duties as determined by the Statewide RNA Director. The Statewide RNA Coordinator will assist in the creation and implementation of the new Risk/Needs Assessment Unit that will support both Prisons and Community Supervision with RNA training, quality assurance, and policy development.

Preferred competencies for this position include: Problem solving, dealing with ambiguity, organizing, planning, directing others, informing, command skills, conflict management, action oriented, drive for results, presentation skills, written communication, building effective teams, comfortable around higher management, approachability, and functional/technical skills.

Minimum Qualifications:

- A bachelor's degree from an accredited college or university
- Strong presentation skills
- Exceptional writing and communication skills required
- Exceptional data analysis skills
- Strong organizational skills necessary, including the ability to supervise, prioritize, multi-task and manage work load to meet specific deadlines and timeframes

To apply, submit the following to the Division of Human Resources at [TDOC.HumanResources@tn.gov](mailto:TDOC.HumanResources@tn.gov)

- Letter of application, with a complete resume reflecting education and specific positions held
- One letter of recommendation from either a peer, current or past supervisor
- Include information relative to the minimum qualifications listed above

Closing: Applications will be accepted until the close of business February 12, 2018.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Correction (TDOC) does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.